

**BAYFIELD COUNTY REQUEST FOR PROPOSAL**  
**Multi-Function Copy Machine**  
**RESPONSES DUE, March 20, 2015, 2:00pm.**

Bayfield County is accepting proposals to purchase one (1) multi-function copy machine located in the Bayfield County Courthouse, Washburn, WI. Proposals will be accepted until Friday, March 20, 2015, 2:00pm. Proposals must be submitted to the Bayfield County Administrator's Office. The address is 117 East Fifth Street, PO Box 878, Washburn, WI. 54891. Faxed proposals will be accepted; however it is the vendor's responsibility to ensure that proposals are received. Bayfield County reserves the right to accept or reject any and all proposals.

**MINIMUM CAPABILITIES REQUIRED:**

**35** copies per minute, average of 18,000 copies per quarter.

Automatic Document Feeder

Duplexing Capability

Reduction/Enlargement Capability

Minimum Three (3) standard paper drawers / trays (minimum 1500 sheet capacity total)

Must Accommodate 8.5x11 up to 11x17 paper size

Large capacity paper tray.

Collating Capability

Network Printing Capability

Manual bypass with card stock, label capability

Black/white Print/Copy

Color Scan Feature

Finisher with Stapling Capabilities

Fax

Compatible with Office365/TLS scan to email capability

**DELIVERY, INSTALLATION & TRAINING:**

Delivery and installation of any and all hardware, **connection to the county network** and all related labor or materials required shall be supplied as part of the proposal. Installation shall include all hookups and cleanup.

Basic training/initialization/setup on the use of the machine shall be provided by the supplier and shall include basic training with employees upon installation and a repeat after one month.

**SUPPORT & MAINTENANCE:**

An operations manual for the equipment shall be included with purchase.

- Proposals shall include costs for four (4) years of support and maintenance from initial date of installation. Maintenance fee shall include all costs including but not limited to: labor, copies, staples, toner/developer supplies, part replacement, software, etc.
- Maintenance shall be billed quarterly and based on quarterly copy figures.
- All proposals shall include the location of maintenance technicians and an estimated response time for service calls.

**BAYFIELD COUNTY COPIER PROPOSAL**  
**DUE Friday, March 20, 2015, 2:00pm**  
**Bayfield County Administrator's Office,**  
**117 East Fifth Street, PO Box 878, Washburn, WI 54891**

**PROPOSAL INFORMATION:**

Supplier/Manufacturer: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Technician Location: \_\_\_\_\_

Response Time: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

**EQUIPMENT INFORMATION:**

Manufacturer/Brand: \_\_\_\_\_ Model: \_\_\_\_\_

Please indicate YES or NO. If NO, include explanation.

Copies Per Minute: \_\_\_\_\_ # of Standard Paper Drawers: \_\_\_\_\_ Capacity (per drawer): \_\_\_\_\_

Automatic Document Feeder: Yes / No Capacity of Document Feeder: \_\_\_\_\_

Duplexing Capability: Yes / No Capacity of Large Capacity Tray: \_\_\_\_\_

Reduction/Enlargement Capability: Yes / No

Collating Capability: Yes / No

Network Printing Ready: Yes / No List type \_\_\_\_\_

Manual Bypass Capability: Yes / No Manual Bypass: \_\_\_\_\_ Sheets and  
\_\_\_\_\_ max paper weight

TLS Scan to Email Compatible Yes / No Notes \_\_\_\_\_

Scan Capability Yes / No

Scan in Color Capability: Yes / No

Size of copier: capable of letter, legal, 11 x 17 (circle those that apply)

Resolution: \_\_\_\_\_

Base hard drive size: \_\_\_\_\_ Potential expansion to \_\_\_\_\_.

Cost for expansion \$ \_\_\_\_\_.

Base RAM Memory \_\_\_\_\_ Potential expansion to \_\_\_\_\_.

Cost for expansion RAM. \$ \_\_\_\_\_

Finisher with Stapling Capability: Yes / No Additional Cost: \_\_\_\_\_

Fax: Yes/ No Additional Cost: \_\_\_\_\_

**COPIER COST:**

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Base Cost (Per Specifications) \$ \_\_\_\_\_

**Four year** Maintenance Fee per quarter for 18,000 copies: \$ \_\_\_\_\_

Actual cost per copy  
BW \$ \_\_\_\_\_

**Four year** Maintenance Fee cost per copy over 18,000 cost per copy \$ \_\_\_\_\_

**Support and Maintenance:** Please state guaranteed response time to Bayfield County.

**References in the area:** Please provide three business references including name of company, contact and phone number.